

Emma Higher Education

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Objective

Dedicated student affairs student seeking a position within University Student Affairs to promote student growth and development and increase diversity and inclusion.

Education

Iowa State University

Master of Education-Student Affairs

Ames, IA

May 20XX

Magna Cum Laude, GPA – 3.91 / 4.0

Iowa State University

Bachelor of Science-Communications

Ames, IA

May 20XX

GPA – 3.6 / 4.0

Experience

Greek Affairs, Office of Sorority and Fraternity Engagement, Iowa State University

Ames, IA

Graduate Practicum Student

September 20XX - Present

- Create and implement leadership programs for 3,000 Iowa State fraternity and sorority students
- Research methods to increase Greek engagement throughout Iowa State
- Meet with chapter presidents to discuss current and emerging issues and determine solutions

Career Services, College of Human Sciences, Iowa State University

Ames, IA

Graduate Assistant

August 20XX - Present

- Conduct undergraduate advising appointments to review resumes, cover letters, and host mock interviews for over 100 students per semester
- Counsel undergraduates on appropriate resume formatting and style, as well as provide resources for effective job searching
- Manage two undergraduate Career Fair planning committees, providing guidance and growth opportunities for eight students
- Serve as a Teaching Assistant for a career preparation course for 25 students

University of Minnesota

Minneapolis, MN

Housing and Conferences ACUHO-I Intern

May 20XX - August 20XX

- Participated in four national conferences to understand developing trends in student affairs
- Developed an online application for conference groups to improve the reservation process
- Designed and led weekly staff development activities on a variety of topics to broaden staff knowledge and promote growth
- Interviewed student staff to learn about their experiences and compiled results into reports for upper level staff

Involvement

Student Affairs Graduate Association, <i>Director of Membership Development</i>	August 20XX - Present
<ul style="list-style-type: none">• Coordinate monthly professional development speakers, workshops, and gatherings for 60 members	
Student Affairs Advisory Board	May 20XX - Present
Graduate Council: Social Sciences & Education	August 20XX - May 20XX
College of Liberal Arts & Sciences Diversity and Inclusion Committee	January 20XX - May 20XX
Iowa State University Department of Residence Student Selection Committee	May 20XX
Liberal Arts & Sciences Council, <i>President</i>	December 20XX - May 20XX
<ul style="list-style-type: none">• Oversaw a committee of five students, managed bi-weekly meetings and bridged the gap between students and administration• Managed \$50,000 of funds and reviewed student group funding requests	
Larch Hall Council	August 20XX - May 20XX

Professional Memberships

Student Affairs Administrators in Higher Education (NASPA)	August 20XX - Present
Iowa Student Personnel Association (ISPA)	August 20XX - Present

Presentations

Reinvention Collaborative 2018 National Conference	November 20XX
<ul style="list-style-type: none">• “Cyclone Learning Experience”	
National Conference on Student Leadership	November 20XX
<ul style="list-style-type: none">• “Cy’s Leadership Model”	
Reimagine Education Conference and Awards	December 20XX
<ul style="list-style-type: none">• “How Cy Became a Cyclone: Rethinking Student Growth”	
Higher Education Women’s Leadership Workshop	February 20XX
<ul style="list-style-type: none">• “Promoting Leadership Among Cyclones”	